

**Attachment J-5**

<b>MONTHLY TASK STATUS REPORT</b> GSA Contract No. GS-_____ Functional Area _____		Page 1 of 4
<i><b>I. Identification Section</b></i>		
<b>TASK ORDER NO.:</b>	<b>DATE ISSUED:</b>	<b>TASK ORDER TITLE:</b>
<b>LOCATION:</b>	<b>REPORTING PERIOD:</b>	
<b>GSA ITM/Agency Representative:</b>		<b>CONTRACTOR'S PROJECT MANAGER:</b>
<b>CLIENT REPRESENTATIVE:</b>		<b>TASK LEADER:</b>
<i><b>II. Technical Section</b></i>		
<b>TASK DESCRIPTION:</b> <i>(Brief description of requirements)</i>		
<b>WORK ACCOMPLISHED THIS PERIOD:</b> <i>(Brief summary of accomplishments during the reporting period and significant events regarding the task order.)</i>		
<b>DELIVERABLE PROGRESS:</b> <i>(Deliverables submitted or progress on deliverable products.)</i>		
<b>PROBLEM AREAS:</b> <i>(Any current or anticipated problems.)</i>		
<b>ANTICIPATED ACTIVITY FOR NEXT REPORTING PERIOD:</b> <i>(Brief summary of activity planned for the next reporting period.)</i>		
<b>DESCRIPTION OF TRAVEL/UNIQUE SERVICES:</b> <i>(Description of any travel or unique services provided.)</i>		

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**MONTHLY TASK STATUS REPORT**  
GSA Contract No. GS-\_\_\_\_\_

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**3. BILLING SUMMARY:** (Summary of labor and ODC charges task-to-date, including current period charges but not including deferred billings. The Negotiated Hours and Cost columns will accurately reflect the current negotiated value of the Task Order, as modified.)

**A. LABOR**

<u>Skill Level</u>	<u>Rate Year</u>	<u>Reg/O/T</u>	<u>Rate</u>	<u>Negotiated Hours</u>	<u>Cost</u>	<u>Current Period Hours</u>	<u>Cost</u>	<u>Task to Date Hours</u>	<u>Cost</u>	<u>Remaining Hours</u>	<u>Cost</u>	<u>% Remaining Hours</u>	<u>Costs</u>
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**B. OTHER DIRECT COSTS (ODCs):**

<u>Description of ODCs</u>	<u>Negotiated Costs</u>	<u>Current Period Costs</u>	<u>Task to Date Costs</u>	<u>Remaining Costs</u>	<u>% Remaining Costs</u>
Travel					
Other ODCs					
Total cost to Government					

**4. DEFERRED BILLINGS:** (Deferred Billings are expenses the contractor has actually incurred on behalf of the Government, but which the contractor has not yet paid and, therefor cannot yet bill the Government. Items reported here will be reported each month until the contractor actually pays for the goods and/or services, when it will be dropped from this section and reported under Section 2, Prior Period Adjustments. Use estimated costs when actuals are not available.)

<u>Description</u>	<u>Reason for Deferral</u>	<u>Amount Deferred</u>	<u>Period of Expense</u>
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**IV. Staffing History Section****A. CURRENT AUTHORIZED POSITIONS**

<u>Employee Name</u>	<u>Skill Level</u>	<u>Date Started</u>	<u>If Vacant Since</u>	<u>Days Vacant</u>	<u>Estimated Fill Date</u>
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**B. PREVIOUS EMPLOYEES**

<u>Employee Name</u>	<u>Skill Level</u>	<u>Replaced by</u>	<u>Date Started</u>	<u>Last Day</u>	<u>Days Lapse</u>
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<b>V. Remarks Section</b>		
<p><i>(Any miscellaneous comments or explanations of what occurred above should be included here. The Contractor shall document here all personnel on the task having received training during the period; include: Name of employee, Name of Training received, whether it was task related technology or other, length of training in hours, who paid for direct labor hours and other training costs (Government or Contractor), and any special certifications or qualifications received.)</i></p>		
<b>VI. Attachments Section</b>		
<p><i>(Specific task orders may identify special monthly reporting requirements for inclusion in the MTSR as an attachment(s). Additionally, when the contractor is authorized to acquire equipment and supplies (see Section H) special reporting will be required and shall be provided as an attachment.)</i></p>		
<b>Signature</b>		
<hr/>		
<b>Signature of Program Manager (or Alternate)</b>		